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don't forget
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→ *EC AK*20 November 1986 *ASD**5th*

MEMORANDUM FOR: Deputy Director for Administration

FROM:

Director of Logistics

SUBJECT:

Report of Significant Logistics Activities for
the Period Ending 18 November 1986 *Should combine
all Central Am. Support
into one item with
5 separate
pages.*1. Events of Major Interest That Have Occurred During the
Preceding Week:

a. The Office of Logistics (OL) reports that nine members of OL's "Flying Squad" successfully completed an accelerated training course for Agency-certified accountable property officers. Two graduates of the course were dispatched for a 90-day TDY on 17 November. *to*

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g. OL reports that the formal letter required to complete the submission package for the offsite road program was handcarried to the National Capital Planning Commission (NCPC) on 10 November. It was signed jointly by the General Services Administration and the Agency, and it requested that NCPC take action at its 4 December meeting on the Agency's Routes 123/193 offsite road program. []

h. Effective 13 November, the New Building Project Office (NBPO), OL, Site Security Staff began opening the Turkey Run Access Road construction gate at 0600 rather than 0630 hours. This action was necessary to alleviate the traffic hazard caused by vehicles backing up at the construction gate, and to meet a commitment made by NBPO to the local Federal Highway Administration to correct the problem. []

i. OL reports that the General Services Administration and a local fence company have surveyed the area in West A parking lot which is "on loan" to the Agency from the Federal Highway Administration (FHWA). This action was taken in preparation for the installation of a new permanent fence. Installation of this fence will implement the Memorandum of Understanding between CIA and FHWA requiring return of this property by 31 December. Return of this property will reduce the total number of parking spaces on the compound by approximately 200. This will not have an immediate impact since it is more than offset by the number of new spaces realized by repaving and restriping the north and south lots. []

j. New Building Project Office (NBPO), OL, presented Office of Information Technology (OIT) requirements for early occupancy for prewiring and installation to the Security Configuration Control Committee on 14 November. This was the first such meeting in an effort to standardize and coordinate security requirements for new construction projects. As a follow on to this meeting, the committee will tour the New Headquarters Building on 19 November. []

1. OL reports that the Mail and Courier Branch provided special courier support to the Public Affairs Office/ODCI. Copies

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of a DCI speech were delivered to eight news and wire services throughout the city on 8 November. []

m. Two motor vehicle accidents occurred during the past week involving the Office of Logistics, Mail and Courier Branch. On 7 November, minor damage was incurred to the roof of a Mail and Courier Branch truck, at the [] Building. The vehicle was backing into a loading dock area of the building when the electric garage door of the loading dock malfunctioned and came down on the top of the vehicle. No injuries were sustained in the accident. On 12 November, considerable damage was incurred to a Mail and Courier Branch station wagon, when it was sideswiped [] No personal injuries were sustained. The Mail and Courier Branch driver was ticketed for failure to yield, pending further investigation by the D.C. Police Department. Statements from witnesses at the scene indicate the driver who struck the M&CB vehicle was traveling at a high rate of speed, well over the posted speed limit. []

n. OL reports that the Executive Dining Room will be closed on 21 November for a special luncheon being served to members of the Brookings Institute. []

p. In support of the Office of Information Technology, the Office of Logistics issued an amendment to a Lease-to-Purchase contract with Xerox Special Information Systems funding the fifth and final option year for four remote Automated Printing and Reproduction Systems (APARS). The APARS acquisition was made to satisfy a joint requirement of the Directorate of Administration (Office of Communications) and the Directorate of Operations for an automated cable dissemination system. This amendment, in the amount of \$647,796, brings the total funds provided under this contract to \$8,178,472. []

q. OL received four priority requests [] (4) [] on 13 November for a total of 25 [] computer systems, printers, and related accessories. Five of these systems required overnight delivery, and verbal arrangements were made with [] for such a delivery. The total contract price is \$305,035, which reflects a total savings of \$50,000 due to combining the orders to get a quantity discount. The five systems required were delivered 15 November, with an estimated delivery date for the remaining systems is 8 December. []

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s. Representatives from OL, Office of Security, and the Office of Personnel visited a potential site for the relocation of the Clerical Processing Branch/OP. The site is located [REDACTED]

[REDACTED] Negotiations will proceed to lease approximately 5,000 net usable square feet pending approval from the Executive Director. [REDACTED]

t. OL reports that the renovation in the basement area, [REDACTED] Building, is scheduled to be completed early January 1987. The cafeteria will be closed for asbestos removal and renovation for approximately 90 days, beginning 1 December. An effort is under way to have vending machines placed in the lobby or adjoining space to provide some relief during this period. [REDACTED]

u. A representative from the Logistics Operations Center attended the third in a series of meetings held by the Department of Defense for the purpose of redefining the Armed Forces Courier Service (ARFCOS) policy and to discuss materiel qualifying for ARFCOS handling. It was agreed that Plain Text Processing Equipment (PTPE) qualified for shipment by classified pouch; however, because such equipment is not considered PTPE by all federal agencies, special approval for shipping PTPE by ARFCOS should be requested from the Deputy Under Secretary of Defense for Policy. A memorandum is being prepared accordingly. [REDACTED]

w. In response to a request by Foreign Broadcast Information Service (FBIS), a Logistics Operations Center's (LOC) packing specialist arranged for the commercial export packing of an adaptable facsimile machine. Because of the complex nature of the items, the LOC packing specialist met and provided the commercial company with packing specifications and special instructions. The items, [REDACTED] will be shipped via commercial sea. Use of a commercial vendor in this instance saved LOC packing personnel approximately 200 production hours. [REDACTED]

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2. Significant Events Anticipated During the Coming Week:

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a. OL reports that a Transportation Task Force Meeting is scheduled for 21 November at the Logistics Operations Center. A representative from the staff of the Special Support Assistant to the DDA, will attend the meeting to be briefed on the Task Force's proposal and its impact [REDACTED]

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b. The Chief, New Building Project Office, OL, and the DD/L will brief the Comptroller on 20 November on the status of the New Headquarters Building Construction Budget. [REDACTED]

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c. OL significant accomplishments of FY 86 will be presented in the OL Quarterly scheduled for 21 and 24 November. The OL Employee of the Quarter awards will be presented in Headquarters Auditorium at the 21 November session. [REDACTED]

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d. Preparations are under way for a major paving effort in the compound. The Bid Package 4 contractor is scheduled to pave the last section of North Lot, the roadways, and the VIP Parking Lot during 20-22 November. [REDACTED]

Attachment

Item of Interest - Logistics Operations Center/SD/OL
(Original only)

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